

CHAPTER 124 ISSUE AIRCRAFT CONDITION NOTICE

Section 1 Background

1. PTRS Activity Codes

A. *Maintenance:* 3410

B. *Avionics:* 5410

3. OBJECTIVE. This chapter provides guidance for issuing an Aircraft Condition Notice to an aircraft operated under FAR Parts 91, 133, 137, and 141, as applicable.

5. GENERAL

A. Aircraft Condition Notices are issued to aircraft when, during the normal conduct of duties, the inspector finds possible unsafe conditions that will require immediate action by the operator prior to operation.

B. When authorization from the operator cannot be obtained the inspector is limited to an external inspection. Inspectors should not interfere with the normal conduct of

the operator's business unless a definite possibility of an unsafe condition exists.

C. The inspector will usually issue an Aircraft Condition Notice during one of the following activities:

- Performing a scheduled aircraft inspection
- Responding to a complaint
- Investigating an aircraft noticed while performing other duties

(1) When a possible unsafe condition is noted, the Aircraft Condition Notice will be completed and the hard copy attached to the aircraft as near as possible to the aircraft entrance.

(2) If the inspector finds a general discrepancy that should be brought to the attention of the operator, the inspector has the option of using this form as a means of notification.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. *Prerequisites*

- Successful completion of Airworthiness Inspector's Indoctrination Course for General Aviation and Air Carrier Inspections, or previous equivalent
- Familiarity with the type aircraft being inspected

B. *Coordination.* This task may require coordination between the issuing inspector and the operator.

3. REFERENCES, FORMS, AND JOB AIDS

A. *References*

- FAR Parts 91, 133, 137, and 141

B. *Forms*

- FAA Form 8620-1, Aircraft Condition Notice

C. *Job Aids.* None.

5. PROCEDURES

A. *Determine the Status of the Aircraft.* Determine if the aircraft is capable of continued operations in a safe condition.

B. *Fill Out the Form*

(1) Complete the form, fully describing the problem areas.

(2) Attach the hard copy of the form to the aircraft at or near the entrance, or, if possible, give the form to the pilot/owner.

C. *Process the Form.* After issuing the Aircraft Condition Notice, accomplish the following:

(1) Determine the registered owner of the aircraft

(2) Mail the original to the registered owner

(3) Retain the final copy in the district office

7. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. Completion of this task may result in the following:

- Enforcement Investigation Report, as applicable
- Letter to the registered owner

C. *Document Task.* File all supporting paperwork in the operator's office file, if applicable.

9. FUTURE ACTIVITIES. None.